

International Training Programmes (ITP) Call 2024

Information session – 16 November 2023 - Overview Q&A

Questions related to the target group

Q: Who is considered as professional, e.g. small-scale farmers, urban poor community organisers, ...?

A: The trainings have a wide scope. It is to make clear that this training programme is not aimed at students. Everyone who is working is considered a professional. These can be professionals from civil society, private, or public sector. The professionals do not need to be involved in Higher Education Institutions. So farmers can be recruited and selected. It's important to define in the proposal the target group you would like to work with and why.

Q: What about professionals in NGOs, even if they did not have a 4 year college degree?

A: Regarding the target group's educational background, there are no criteria set. Those who work are considered professionals.

Q: Can you explain what you mean with a scholarship?

A: You will be granting a scholarship to a participant of the training. More information on what that financially entails, you can find in the [scholarship framework](#).

Q: Is the training only for a target group or also for the project members?

A: Within the project team, some members normally should have experience with the topic and be able to share and distribute the knowledge and skills to the others, the target group. But a project member can be part of the training, though it cannot be limited to the project team members.

Q: Do scholars have to be the same during the duration of the project or different per training?

A: Each training session can have different participants. We only require having at least 8 participants, which can be the same or different, per training session.

Q: How can one apply for an ITP training?

A: How to apply as a participant for a training, varies from proposal to proposal. In the proposal, the project team needs to elaborate who is the target group, the selection criteria for the candidate-participants, and how they will be reached.

Q: Is it possible to organize a training at a partner university in South Africa for professionals in the region?

A: Yes. A training can be organized locally, regionally, online or hybrid, there are no limitations. It is also possible for example to organise a project in Peru and invite participants from the 29 scholarship countries.

Questions related to the promotership

Q: Is a Flemish promoter needed? We are a Belgian NGO partnering with a public university in Ecuador. Can this university apply?

A: VLIR-UOS supports partnerships between Flemish universities or universities of applied sciences and arts, in Flanders and in our partner countries, that are searching for answers to global and local challenges. Therefore a Flemish promoter is needed to apply. You cannot apply without a Flemish promoter.

Q: Is a promoter a person, not an institution? Can we submit a new ITP when we already have one running, but with another colleague as promoter?

A: A promoter is an individual person, not an institution. When submitting a project proposal, a promoter must meet both the internal criteria and regulations as to project promotership of their institution and the minimum conditions set by VLIR-UOS. It is possible to submit a new ITP, but the promoter cannot be the one of the ongoing ITP.

Q: Can a Flemish promoter who has active VLIR project be an applicant for ITP?

A: Only 1 project proposal per applicant (Flemish/partner) can be submitted.

- Promoters of an ITP 2022 or ITP 2023 project cannot submit a new ITP project.
- Promoters of an ITP 2022/2023 project proposal that was not selected, can resubmit their proposal.

Q: Related to the 10%ZAP, can an emeritus prof be a main promoter? Or is this for current ZAP only?

A: The promoter should still be active and employed. So only current ZAP staff qualify for promotership.

Q: Are promoters only ZAP members from the Flemish university or also from university colleges?

A: The minimum conditions set by VLIR-UOS for a lead promoter from a Flemish university of applied sciences and arts to submit a proposal are the following:

- one must be professor or lecturer. In case the professor/lecturer does not have permission to be budget holder, another person (e.g. the director, research coordinator, unit manager) can be assigned as budget holder for the project.
- ATP members (Administrative and Technical Personnel) can also submit, provided they can be account holders within their own institution.

Q: How can we be assisted to get a Flemish partner?

A: On our website we have a list of the Flemish institutions (<https://www.vliruos.be/en/contact/28>). We suggest you contact the Flemish institution and/or the specific department to gauge their interest.

Q: I am seeing proposals that need Flemish professionals and promoters and then ITP training. Are these two different things?

A: This is about an ITP-call for proposals. An ITP is a specific kind of project intervention. To submit the proposal to VLIR-UOS, a Flemish promoter working at a Flemish Higher Education Institute is required to submit. But the promoter is not the one who will be trained. The target group for training needs to be specified within the proposal.

Q: Is it mandatory to apply via promotor for ITP of 3 Months and 6 Months durations?

A: An ITP project has a maximum duration of 3 years. Within this period, several training sessions can be organized. A training session takes minimum 7 consecutive days and max. 6 months. For a training organized in Belgium, the training is limited to 90 days. To submit an ITP project, regardless of the length of the training or where the training takes place, a Flemish promoter is necessary, as VLIR-UOS supports partnerships between higher education institutions in Flanders and in our partner countries.

Questions related to the format

Q: Module 8, the section of 'follow-up', is this from VLIR-UOS or other funding like Erasmus+?

A: Here we mean follow up from VLIR-UOS funded projects. Experiences from Erasmus+ need to be elaborated in a narrative text within the same module, cf. "List, if relevant, previous experiences, projects between the project partners and describe the achievements / actions already undertaken. How will the lessons learned from previous experiences be taken on board?"

Q: What do you mean with organizational capacity building? This is a training for individuals, no? Or can we invite organisations?

A: You are training individuals but they can be from one organisation or from different organisations, in the case of transversal training programmes, it is more aimed at an organisation.

Q: Is the project limited to only 3 SDGs per project?

A: In the project proposal you can indicate the main SDG and an additional SDG, but of course you can treat more SDGs when this is the case for your project intervention. For VLIR-UOS we mainstream the 3 SDG principles:

- Leaving no one behind
- Interconnectedness and indivisibility
- Multi-stakeholder and multi-institutional partnerships

Q: Is there a list of the winner proposal?

A: No. The feedback sent is individual to each promoter.

Q: Does the foreign partner organisation, if a non-profit, needs to have a licence to do training or research?

A: The partner organisation has to be a recognised higher education institution or national public (not for profit) research institute.

Questions related to the training

Q: Do the sessions of the training modules need to be consecutive?

A: You can spread different training sessions over the project period. There can be time in between different sessions e.g. to apply some of the learnt skills.

Q: How many training types per ITP project? If many do they need to be interconnected to each other?

A: This is not fixed, you can choose. E.g. you can organise a training each year. There is a limited budget and each training needs to have a min. of 8 scholars. There needs to be a logical strategy within the project.

Q: What is the maximum duration of training - also 6 months- for a scholarship program in Belgium?

A: The min. stay is 7 consecutive days and a max. stay in Belgium cannot exceed 90 days consecutively which is the maximum number of days for a visa type C.

Questions related to the implementation

Q: Is the 40-60% ratio for the project applicants or for the participants?

A: This ratio is for the participants, unless there is a good reason not to, for example focus on male nurses or female entrepreneurs. We also stimulate a balanced project team.

Q: In the 60/40 ratio, which is 60 male or female?

A: It is the balance, the maximum is 60% participants of one gender.

Q: Can a programme be implemented in more than one of the 17 partner countries, i.e. a regional programme?

A: Yes, a regional programme is certainly possible. For the scholars, you need to take into account the scholarship countries and for the partners the partner countries: <https://www.vliruos.be/en/countries/96>

Q: If selected, is it a must to travel to Belgium?

A: It depends on the set up of the project. Some projects organise training(s) in Belgium, other projects organise training(s) in partner countries. For the project members, meetings can be organized online. Every project selects its own communication modes.

Questions related to the budget

Q: Is it possible to invest in equipment for online training?

A: This is possible, as long as it is relevant for the online training.

Q: Do we need to provide co-financing for the ITP project? And can we use a % of the ITP project as co-financing for other projects?

A: It's always a plus if there is co-funding, but this is not a requirement. An ITP project can be part of another project, but it needs to reach its objectives.

Q: Are the payments done before or after implementation?

A: Payments are done after the contract is signed by all parties and according to the yearly approved budget in the contract. The payment is done at the beginning of each activity year.

Q: What is meant by "representation costs"?

A: Representation costs are incurred by staff members of the project team on a project visit or meeting. In addition to meals and reception costs, small gifts are also acceptable. More information can be found in the [financial framework](#).

Q: On personnel cost, the 40%: Is this based on annual or monthly salary of the academic partner?

A: The 40% is based upon the period that covers the personnel cost. This is only a topping-up salary, awarded to partner institution staff to support specific project activities. The 40% is an indicative maximum of the gross local salary.

Q: Our module is a component of a larger LLM program, and we have submitted an application (which has not been accepted yet) for an ICP covering the entire Master's program. Can we also submit an application for the ITP for our module?

A: An ITP is aimed at professionals. The target group are not students. You can however apply simultaneously to both calls.